

City of Cabot
Educational Assistance Application Form

Employee Name:

Department:

Hire Date:

Educational Institution:

Date of Course:

Undergraduate or Postgraduate
(Circle One)

Title of Course:

Total Hours:

Are you eligible for other financial aid such as scholarships or grant?
If yes, how much? _____

Yes No
(Circle One)

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- No tuition assistance will be provided for course work exceeding the equivalent of one year of postgraduate college work.
 - Participation should be restricted to off-duty hours and is not to interfere with the normal performance of the employee's duties.
 - Courses shall be limited to those the lead to improvement in job performance and/or apply to degree requirements related to the employee's current job duties or a foreseeable future position as determined by the Department Head.
 - Course enrollment shall be limited to accredited institutions only.
 - Expenses paid by the City shall include TUITION ONLY. Fees and books are not included.

Reimbursement will be based on the following scale:

100% tuition reimbursement for letter grade A

75% tuition reimbursement for letter grade B

50% tuition reimbursement for letter grade C

Approval of Department Head:

Date

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- I understand that I will be required to reimburse the City should my employment terminate, voluntarily or involuntarily, within one (1) year of participation in the Educational Assistance Program.
 - I attest that the above information is accurate. Falsification of the above information could result in termination of employment.
 - I understand that it is my responsibility to provide a copy of my official transcript and the tuition receipt upon completion of the course in order to receive reimbursement.

Employee Signature

Date